



# *Intelligent Education Group*

*User Manual of Intelligent Management System*

*Student Introduction*

# Intelligent Documentation

## Registration

Whenever a new student registers, you must key in his/ her data according to the registration form. After you have done it, click "Add Student". Besides, you can update your students' information anytime. You just search the student by full name or keyword and click the "pencil" icon. Please select "Update Student" after changing the student's data.

**NOTE 1:** You have to input all the details of the new students otherwise you cannot enroll them successfully.

**NOTE 2:** Chinese characters are forbidden to use in the Intelligent Management System.

**NOTE 3:** Before you click the "Add Student", you have to upload the student's photo.

## Enrolment

Once you have keyed in the information of a new student, you need to come to "Enrolment". First, search the new student and click the "pencil" icon. Then, select "Teacher" and "Course" before choosing the "Timetable". You will see a complete timetable with teacher's name and course fee. Please select the teacher you want by clicking the student's fee. Moreover, you may click the icon in front of the teacher to check whether the class is full.

After that, you need to choose IMA or IPS materials for the new student. You click "Teaching Materials", tick the books and teaching aids for the student. Then, choose the "calendar" to select the date that he or she attends the first class. Besides, you have to key in the barcode of the teaching materials. Lastly, click "Enroll" after checking all the data. The process of the enrolment is done now.

**NOTE 1 :** You should select "All Students" or else you can't see the new student's name.

**NOTE 2 :** The "Course", "Timetable" and "Teaching Materials" are important for the enrolment. You cannot miss any of them.

**NOTE 3 :** Please make sure you have created the class or else it will be blank.

There are also some important functions in the "Enrolment". Please pay attention to these functions.

## To update students' data

All students must sit for the exam after each level. Whenever they pass the exam, they will be given a set of textbooks. Thus, you have to update their teaching materials at the same time. First, input the student's name or click "pencil" icon to select it. Then, choose the course and click "Teaching Materials". After you click it, select the book that has been issued to the student. And then, remember to key in the billing date and the barcode. Lastly, click "Update Enrolment" to finish this procedure.

**NOTE:** The "Recover the old barcode" is only used for the dropped students who return to the course afterwards.

# Intelligent Documentation

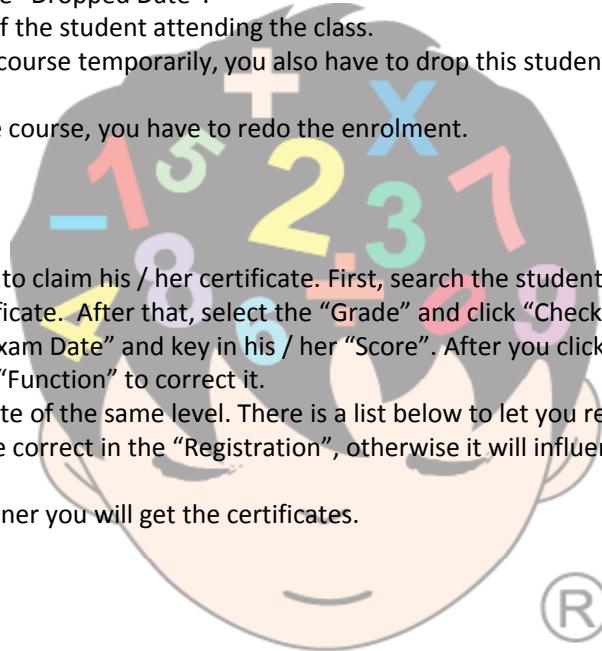
## To drop a student

If a student wants to stop his/ her course, you have to go to "Enrolment". First, type the student's name and click "pencil" icon. Then, select the course and click "Drop" in the "Function". After that, choose the dropped date and write the reason. Finally, click "Drop" to finish this procedure. However, you may change the dropped date and reason by clicking the date in the "Dropped Date".

**NOTE 1:** The "Dropped Date" means the last day of the student attending the class.

**NOTE 2:** Even though a student wants to stop the course temporarily, you also have to drop this student. Otherwise, you will be still charged for the monthly Royalty Fee.

**NOTE 3:** If the student comes back to continue the course, you have to redo the enrolment.



## Certificate

If a student has passed the examination, you have to claim his / her certificate. First, search the student's name by clicking "pencil" icon. Next, select "IMA Certificate" or "IPS Certificate" in the Course Certificate. After that, select the "Grade" and click "Check". The "Starting Date" and the "Barcode" will be shown automatically. Thus, you just need to select the "Exam Date" and key in his / her "Score". After you click the "Add Certificate", this function has been done. If there are any mistakes, you can click the "pencil" in the "Function" to correct it.

**NOTE 1:** You are not allowed to select the certificate of the same level. There is a list below to let you refer.

**NOTE 2:** Please make sure the students' names are correct in the "Registration", otherwise it will influence the outcome. Besides, the initials of the student's name should be in capital letter (e.g. Teo Jin Heng).

**NOTE 3:** The sooner you key in the results, the sooner you will get the certificates.

## Attendance

This is a function for you to print out a list of students' attendance. It can be sorted by the teacher's name. After you click the "Attendance", please choose the course and the teacher. Then, select the date and click "Generate". You can see a list of students' attendance of the teacher you selected.

**NOTE 1:** It can be sorted by the teacher's name.

**NOTE 2:** The date is always the beginning of the month.

**NOTE 3:** "Rep" in the list of students' attendance means the replacement class.

**NOTE 4:** Every teacher has their own copy of students' attendance. Thus, they can arrange the replacement class for the students who are absent.

## Student

IPS Intelligent Education Management System

Registration Enrolment Certificate Attendance

1 2 3 4

Home Student Account Master File Reports Logout

The best resolution of the program is 1152 x 840.

## Page 1

The Student consists of four functions, which are:

1. Registration ( refer p.2 & 3 )
2. Enrolment ( refer p.4 & 9 )
3. Certificate ( refer p.10 )
4. Attendance ( refer p.11 )

## Registration

IPS Intelligent Education Management System

Registration

Enrolment

Certificate

Attendance

Home

Student

Account

Master File

Reports

Logout

Student's Information

Date & Time: 05-01-2012 - 15:44:54

Entered By: 1294

Student Id: 1294

Student Name:

Date Of Birth: 05-01-2012

School Name:

School Category: Please Select

Gender: Male

Address:

Country: Malaysia

New Student

PHOTO

Parent's Information

Parent Name:

Tel No:

Mobile No:

Relationship: Father

Picture: Browse... Upload Picture

Add Student

Reset

## Page 2

Whenever a new student registers, you must key in his/ her data according to the registration form.

After you have done it, click “Add Student”.

If you want to update a student’s data, please return to this page and click on “pencil” icon, then modify the data and click “Update Student”.

*\*You have to input all the details of the new students otherwise you cannot enroll them successfully.*

*\*Chinese characters are forbidden to use in the Intelligent Management System.*

*\*Before you click the “Add Student”, you have to upload the student’s photo.*

## Registration (To update students' information)

**STEP 2**

The best resolution of the program is 1152x840.

## Page 3

You can update your students' data anytime.

**Step 1:** Search the student by full name or keyword and click the “pencil” icon.

**Step 2:** Select “Update Student” after changing the student's data.

*\*If you want to continue to key in new student's data, please click the “New Student” on the top.*

*\*You can also check the student statistics list by choosing the “Current Students”, “All Students” & “Dropout Students”.*

## Enrolment

**Student's Information**

Student ID	:	<b>STEP 1</b>
English Name	:	
School Name	:	

**Enrolment**

<u>Class</u>	<u>Fee</u>	<u>Starting Date</u>	<u>Function</u>
Teacher	— Please Select —	<b>STEP 4</b>	<b>STEP 5</b>
Course	— Please Select —	<b>STEP 3</b>	<b>Timetable</b> <b>Teaching Materials</b>
Fee			
Starting Date	17-12-2011	<b>STEP 6</b>	
Material			

**STEP 7** **Add Enrollment** **Reset**

**Dropped Course**

<u>Course</u>	<u>Fee</u>	<u>Starting Date</u>	<u>Dropped Date</u>	<u>Teaching Materials</u>

## Page 4

After adding a new student's detail, please go to "Enrolment" and select the student's name.

Then, you follow the steps below:-

**Step 1:** Search the new student and click the "pencil" icon.

**Step 2:** Select "Teacher"

**Step 3:** Select "IMA Course"

**Step 4:** Choose "Timetable" (refer p.5)

**Step 5:** Choose "Teaching Materials" (refer p.6)

**Step 6:** Click on the "calendar" and select the date that student attends the first class.

**Step 7:** Click "Add Enrolment"

## Enrollment (Timetable)

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10:30:00 am						Yam Yee Fern 80 120	Yam Yee Fern 80 120
13:00:00 pm			Yam Yee Fern 120 120	Yam Yee Fern 80 120	Yam Yee Fern 80 120	Yam Yee Fern 15	Yam Yee Fern 15
15:00:00 pm			Yam Yee Fern 80 120	Yam Yee Fern 80 120	Yam Yee Fern 80 120	Yam Yee Fern 15 120	Yam Yee Fern 15 120
17:00:00 pm				Yam Yee Fern 120 120	Yam Yee Fern 120 120	Yam Yee Fern 80 120	Yam Yee Fern 80 120
20:00:00 pm					Yam Yee Fern 15 120	Yam Yee Fern 15 120	Yam Yee Fern 15 120

## Page 5

Click on “Timetable”, then choose the class by clicking on the teacher’s name.

**Step 1:** Click the selected teacher ( eg. Yam Yee Fern 120 ), that means you are going to enroll the teacher’s class and the monthly course fee is RM120.

**Step 2:** If you want to check whether the class is full, please click , it will show you how many students are in the class.

*\*Make sure you have chosen the “Teacher” and “Course” before clicking on the “Timetable”.*

## Enrollment (Teaching materials)

卓 越 中国 珠 心 算 学 院 管 理 系 统 IPS®  
Intelligent Education Management System

Material List for IMA COURSE - Recover the old barcode

Teaching Materials	Price	Date	Reference Date	Barcode
<input checked="" type="checkbox"/> IMA Basic Level	40.00	28-10-2010	 	00-00-0000 17889
<input checked="" type="checkbox"/> IMA Elementary A	40.00	01-09-2011	 	00-00-0000 16245
<input type="checkbox"/> IMA Elementary B	40.00	08-02-2012	 	
<input type="checkbox"/> IMA Intermediate A	40.00	08-02-2012	 	
<input type="checkbox"/> IMA Intermediate B	40.00	08-02-2012	 	
<input type="checkbox"/> IMA Higher A	40.00	08-02-2012	 	
<input type="checkbox"/> IMA Higher B	40.00	08-02-2012	 	
<input type="checkbox"/> IMA Higher C	40.00	08-02-2012	 	
<input type="checkbox"/> IMA Advanced A	40.00	08-02-2012	 	
<input type="checkbox"/> IMA Advanced B	40.00	08-02-2012	 	
<input type="checkbox"/> IMA Grand Level	40.00	08-02-2012	 	
<input checked="" type="checkbox"/> IMA Stop Watch	50.00	28-10-2010	 	00-00-0000 22074
<input checked="" type="checkbox"/> IMA Abacus	25.00	28-10-2010	 	00-00-0000 9197
<input checked="" type="checkbox"/> IMA Bag	25.00	28-10-2010	 	00-00-0000 39045
<input checked="" type="checkbox"/> Registration Fee	30.00	28-10-2010	 	00-00-0000 Hue Wu Har
<input checked="" type="checkbox"/> Creative Thinking - Level 1	25.00	01-09-2011	 	00-00-0000 3299
<input type="checkbox"/> Creative Thinking - Level 2	25.00	08-02-2012	 	
<input type="checkbox"/> Creative Thinking - Level 3	25.00	08-02-2012	 	
<input type="checkbox"/> Creative Thinking - Level 4	25.00	08-02-2012	 	
<input type="checkbox"/> Creative Thinking - Level 5	25.00	08-02-2012	 	
<input checked="" type="checkbox"/> Photostat Exercise Book A	40.00	28-10-2010	 	00-00-0000 1307
<input type="checkbox"/> Photostat Exercise Book B	55.00	08-02-2012	 	

STEP 1 STEP 2 STEP 3 STEP 4

STEP 5

## Page 6

Now, you have to choose materials for the new student. Click “Teaching Materials”, select the materials and key in the correct starting date.

Please follow the steps below:-

**Step 1:** Tick the books and teaching aids

**Step 2:** Click on the “calendar” to select the starting date

**Step 3:** This function is only used for dropped students (refer p.9)

**Step 4:** Key in the barcode of the teaching materials

**Step 5:** Confirm all the data and click “OK”

## Enrollment

**Before**



Student Information

Print Time Table

Student ID : 0014  
English Name : Shanice Lai Yue Tzen  
School Name : -

Enrollment

Class	Fee	Start Date	Function
IMA Course	120	09-08-2010	

Fee : 120

Start Date : 09-08-2010

Teacher : Ngori Chai Yeo

Material : IMA BASIC ( 40.00 ) - 16578  
IMA Abacus ( 25.00 ) - 6943  
IMA Bag ( 25.00 ) - 3842

**Enroll** **Reset**

Drop Course

Class	Fee	Start Date	Drop Date	Materials
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**After**



Student Information

Print Time Table

Student ID : 0014  
English Name : Shanice Lai Yue Tzen  
School Name : -

Enrollment

Class	Fee	Start Date	Function
IMA Course ( Ngori Chai Yeo )	120	09-08-2010	Drop

Fee : Please Select

Start Date : 23-03-2011

Teacher :

Material :

**Enroll** **Reset**

Drop Course

Class	Fee	Start Date	Drop Date	Materials
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## Page 7

Once you have finished the said steps, the enrollment procedure is complete.

Click “Enroll” button after checking all the data carefully.

*\*You should select “All Students” or else you can’t see the new student’s name.*

*\*The “Course”, “Timetable” and “Teaching Materials” are important for the enrolment. You cannot miss any of them.*

*\*Please make sure you have created the class or else it will be blank.*

# Enrollment (To update students' data)

Registration		Enrolment		Certificate																																																																																																																				
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<b>Material List for IMA COURSE</b> <small>Choose the materials</small>																																																																																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Material</th> <th>Price</th> <th>Date</th> <th>Enter Date</th> <th>Barcode</th> </tr> </thead> <tbody> <tr> <td>IMA Basic</td> <td>40.00</td> <td>14/12/2011</td> <td>0930-0000</td> <td>20007</td> </tr> <tr> <td>IMA Elementary A</td> <td>40.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>IMA Elementary B</td> <td>40.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>IMA Intermediate A</td> <td>40.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>IMA Intermediate B</td> <td>40.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>IMA Higher A</td> <td>40.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>IMA Higher B</td> <td>40.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>IMA Higher C</td> <td>40.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>IMA Abacus A</td> <td>40.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>IMA Abacus B</td> <td>40.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>IMA Grand Level</td> <td>40.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>IMA Stop Watch</td> <td>50.00</td> <td>14/12/2011</td> <td></td> <td>23595</td> </tr> <tr> <td>IMA Abacus</td> <td>25.00</td> <td>14/12/2011</td> <td></td> <td>11538</td> </tr> <tr> <td>IMA Bag</td> <td>25.00</td> <td>14/12/2011</td> <td></td> <td>40480</td> </tr> <tr> <td>Registration</td> <td>30.00</td> <td>14/12/2011</td> <td></td> <td>Lee En Qi</td> </tr> <tr> <td>Creative Thinking - Level 1</td> <td>25.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>Creative Thinking - Level 2</td> <td>25.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>Creative Thinking - Level 3</td> <td>25.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>Creative Thinking - Level 4</td> <td>25.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>Creative Thinking - Level 5</td> <td>25.00</td> <td>17/12/2011</td> <td></td> <td></td> </tr> <tr> <td>Photostate Exercise Book A</td> <td>40.00</td> <td>14/12/2011</td> <td></td> <td>0930-0000</td> </tr> <tr> <td>Photostate Exercise Book B</td> <td>55.00</td> <td>17/12/2011</td> <td></td> <td>2324</td> </tr> </tbody> </table>						Material	Price	Date	Enter Date	Barcode	IMA Basic	40.00	14/12/2011	0930-0000	20007	IMA Elementary A	40.00	17/12/2011			IMA Elementary B	40.00	17/12/2011			IMA Intermediate A	40.00	17/12/2011			IMA Intermediate B	40.00	17/12/2011			IMA Higher A	40.00	17/12/2011			IMA Higher B	40.00	17/12/2011			IMA Higher C	40.00	17/12/2011			IMA Abacus A	40.00	17/12/2011			IMA Abacus B	40.00	17/12/2011			IMA Grand Level	40.00	17/12/2011			IMA Stop Watch	50.00	14/12/2011		23595	IMA Abacus	25.00	14/12/2011		11538	IMA Bag	25.00	14/12/2011		40480	Registration	30.00	14/12/2011		Lee En Qi	Creative Thinking - Level 1	25.00	17/12/2011			Creative Thinking - Level 2	25.00	17/12/2011			Creative Thinking - Level 3	25.00	17/12/2011			Creative Thinking - Level 4	25.00	17/12/2011			Creative Thinking - Level 5	25.00	17/12/2011			Photostate Exercise Book A	40.00	14/12/2011		0930-0000	Photostate Exercise Book B	55.00	17/12/2011		2324
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<b>Tips:</b> After clicking the "Materials", a window will pop up, you will see the image shown as left.																																																																																																																								
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Page 8

All students must sit for an exam after each level. Whenever they pass the exam, they will be given a set of textbooks.

Now, you follow the steps below to update their teaching materials:

**Step 1:** Input the student's name or click "pencil" icon to select it

## Step 2: Choose the existing course

### Step 3: Click “Teaching Materials”

**Step 4:** Click “Update Enrolment” to finish

*\*The “Recover the old barcode” is only used for the dropped students who return to the course afterwards.*

## Enrollment (Drop a student)

Student's Information		Print Time Table	
Student ID	1291	STEP 1	
English Name	Lee En Qi		
School Name	Omega Jaya		
Enrolment			
Class	Fee	Starting Date	Function
IM A COURSE (Liou Tsuey Lian)	150	14-12-2011	<b>Drop</b>

Enrolment			
Class	Fee	Starting Date	Function
IM A COURSE (Liou Tsuey Lian)	150	14-12-2011	Drop

Enrolment			
Class	Fee	Starting Date	Function
IM A COURSE (Liou Tsuey Lian)	150	14-12-2011	Drop

Course			
Dropped Date	00-00-0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reason	<b>STEP 3</b>		
*** The dropped date is the last date of student attend class.			
<b>STEP 4</b> <input type="button" value="Drop"/> <input type="button" value="Reset"/>			

Dropped Course				
Course	Fee	Starting Date	Dropped Date	Teaching Materials

## Page 9

If a student wants to stop his/ her course, you have to go to “Enrolment”. Follow the steps below:

**Step 1:** Type the student's name and click “pencil”

**Step 2:** Click “Drop” in the “Function”

**Step 3:** Choose the dropped date & write the reason

**Step 4:** Click “Drop” to finish this procedure

*\*The “Dropped Date” means the last date of student attending the class.*

*\*You may change the dropped date and reason by clicking on the date in the “Dropped Date”.*

*\*Even if a student stops the course temporarily, you also have to drop him/her. Otherwise, you will be still charged for the monthly Royalty Fee.*

*\*If the student comes back to continue the course, you have to redo the enrolment.*

## Certificate (To claim certificate)

**Student Information**

Student ID	:	1238
English Name	:	Goo Cai Xuan
School Name	:	道文华小

**STEP 1**

Course Certificate: --- Please Select --- **STEP 2**

Grade: 9 **STEP 3**

Start Date: 12-08-2011

Exam Date: 05-01-2012 **STEP 4**

Barcode: 16129, 3143

Score **STEP 5** →

**STEP 6** → Add Certificate Reset

Start Date	Exam Date	Barcode	Grade	Score	Function
24-02-2011	12-08-2011	14505	10	95	

**Student Information**

Student ID	:	1238
English Name	:	Goo Cai Xuan
School Name	:	道文华小

Course Certificate: --- Please Select ---

Grade: 9

Start Date: 12-08-2011

Exam Date: 05-01-2012

Barcode: 16129, 3143

Score:

Add Certificate Reset

Start Date	Exam Date	Barcode	Grade	Score	Function
24-02-2011	12-08-2011	14505	10	95	

**Tips:**  
If data key in wrong, you can click the icon to modify it, click "Update Certificate" to save the action.

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If a student has passed the examination, you have to claim his/her certificate through the steps below.

**Step 1:** Type the student's name & click "pencil"

**Step 2:** Select the "Course Certificate"

**Step 3:** Select the "Grade" and click "Check" button. The "Starting Date" and the "Barcode" will be shown automatically.

**Step 4:** Select the "Exam Date"

**Step 5:** Key in his / her "Score"

**Step 6:** Click the "Add Certificate"

\*You are not allowed to select the certificate of the same level.

\*The students' names should be correct in the "Registration", otherwise it will influence the outcome. Besides, the initials of the student's name must be in capital letter (e.g. Teo Jin Heng).

\*The sooner you key in the results, the sooner you will get the certificates.

## Attendance

No	Teacher	Student	REC	Fee	1	2	3	4	5	Rep. 1	Rep. 2	Rep. 3	Rep. 4
1	Liou Tsuey Lian	Benjamin Tan Min Zhe		80.00									
2	Liou Tsuey Lian	Ho Jin Yang		80.00									
3	Liou Tsuey Lian	Hoo Yen Yi		80.00									
4	Liou Tsuey Lian	Ko Le		80.00									
5	Liou Tsuey Lian	Lee Sheau Wen		80.00									
6	Liou Tsuey Lian	Lua Jia Yi		80.00									
7	Liou Tsuey Lian	Neo Wei Hao		80.00									
8	Liou Tsuey Lian	Sew Yit Xian		80.00									
9	Liou Tsuey Lian	Soo Yit Tao		80.00									
10	Liou Tsuey Lian	Tan Kai Huei		80.00									
11	Liou Tsuey Lian	Tan Kai Xi		80.00									
12	Liou Tsuey Lian	Wong Choon Khang		80.00									
13	Liou Tsuey Lian	Ang Jia Min		120.00									
14	Liou Tsuey Lian	Au Man Choon		120.00									
15	Liou Tsuey Lian	Chan Guan Wu		120.00									
16	Liou Tsuey Lian	Chin Heng Li		120.00									
17	Liou Tsuey Lian	Chng Kar Yong		120.00									
18	Liou Tsuey Lian	Danies Mok Ming Cheng		120.00									
19	Liou Tsuey Lian	Darren Leong Yik		120.00									
20	Liou Tsuey Lian	Emily Ooi Zhi Jun		120.00									
21	Liou Tsuey Lian	Oan Jun I Long		120.00									
22	Liou Tsuey Lian	Goh Tong Wei		120.00									
23	Liou Tsuey Lian	Goo Cai Xuan		120.00									
24	Liou Tsuey Lian	Hue Zhong Han		120.00									

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This is a function for you to print out a list of students' attendance. Please follow the steps below:-

**Step 1:** Choose the course

**Step 2:** Select the teacher

**Step 3:** Select the date

**Step 4:** Click "Generate" to finish this procedure.

*\*It can be sorted by the teacher's name.*

*\*The date is always the beginning of the month.*

*\*"Rep" in the list of students' attendance means the replacement class.*

*\*Every teacher has their own copy of students' attendance. Thus, they can arrange the replacement class for the students who are absent.*